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27 FEB 1974

MEMORANDUM FOR: Emergency Coordination, Plans and Programs
Staff, OL

SUBJECT : Annual Update of Emergency Relocation Force
Rosters

Attached is the Office of Logistics Emergency Relocation
Force Rosters for Task Forces ALPHA and CHARLIE.

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Executive Officer, OL

Distribution:

Orig. & 1 - Adse.
Ø - OL Official
1 - OL Reader
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EO/OL

 (27 February 1974)

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MEMORANDUM FOR: Executive Officer, OL

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1. To comply with Office of Preparedness planning, achieve flexibility and facilitate deployment, the Agency is abolishing the existing unwieldy relocation structure and is establishing three new main force complements, each consisting of the minimum number of officials and supporting personnel required to perform national functions during times of extreme emergency. The complements are:

a. Alpha (Headquarters Building) - A 40-person cadre to maintain essential national Agency functions including during nonduty hours and during preattack, transattack, and immediate postattack periods.

b. Bravo (GSA/OP Emergency Operating Facility) - A 10-person cadre (six primary, four alternate) which will render support to national relocation center and form nucleus to reconstitute Agency top-level management in event Alpha and Charlie are rendered inoperable.

c. Charlie [REDACTED] - A 40-person cadre to reconstitute and maintain top-level management and essential functions in event Alpha rendered inoperable and to support Bravo to extent possible.

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2. In addition, we will establish two 100-person "reserve" cadres to supplement personnel resources for both Alpha and Charlie. While not a part of the emergency core elements, these cadres would be in the "report to" category; i.e., in case of preattack alert or by direction of higher authority, they would report to Headquarters Building [REDACTED], as appropriate.

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3. All Bravo complement positions have been filled; however, the OL allocations for the Alpha/Charlie complements remaining to be filled are as listed below:

| | | | |
|-------------|---|-----------|----------|
| Alpha | - | 40 cadre | 2 |
| | | 100 cadre | 5 |
| Charlie | - | 40 cadre | 2 |
| | | 100 cadre | <u>5</u> |
| TOTAL QUOTA | | | 14 |

4. For your convenience I am attaching copies of the OL 60-position roster submissions for 1972 and 1973. Rosters for the 100-man cadres should include a secretarial position. As we are again planning to program all position rosters into our automated personnel records in order to rapidly convert the positions identified by you to names of incumbents should the need arise, please key the position numbers to the Position Control Register of 31 January 1974, using the same format as that of the attachments. In cases where a position is double encumbered, provide the name of the individual designated.

5. Rosters should be forwarded to Room 1236 Ames Building. May we have your updated listings by 15 March 1974. Questions may be directed to me or to [REDACTED] on extension [REDACTED]

[REDACTED]
Emergency Coordinator

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